

Fiscal Year 2024 AmeriCorps State and National Native Nations Planning Grant

SAMPLE BUDGET NARRATIVE

This resource is for reference only, not for replication.

This is a sample **planning grant** budget narrative. Operating grant budgets follow the same format but allow member-related costs.

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Executive Director: - 1 person(s) at 98,670 each x 10 % usage	9,867	0	9,867
Program Director: - 1 person(s) at 62,922each x 90 % usage	56,630	0	56,630
Program Assistant: - 1 person(s) at 46,779 each x 20 % usage	9,356	0	9,356
Category Totals	75,853	0	75,853

Table 2 Sample budget narrative Section I.A.

B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Fringe calculated at 33.63% of project personnel expenses: health/life ins - 17.75%, FICA - 7.65%, retirement - 5.23%, worker's comp - 2%, state unemployment - 1%	25,509	0	25,509
Category Totals	25,509	0	25,509

Table 2 Sample budget narrative Section I.B.

C. Travel

Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Program Director travel to AmeriCorps-Sponsored Grantee Training (Washington DC): [per diem - \$79/day x 4 days (@ 75% on first and last days); lodging - \$258 x 3 nights; round trip airfare - \$303.50; local transportation - \$50 (estimated)]	1,404	0	1,404
Travel to meet with potential stakeholders: Estimated 36 trips, avg 60 miles per round trip @ \$.675/mile (mileage rate determined by organizational policy)	1,458	0	1,458
Regional training conference (Program Director), location TBD: [per diem - \$79/day x 4 days (@ 75% on first and last days); lodging - \$134 x 3 nights; round trip airfare - \$265; local transportation - \$50 (estimated)]	994	0	994
Category Totals	3,856	0	3,856

Table 3 Sample budget narrative Section I.C.1.

Member Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Category Totals	0	0	0

Table 4 Sample budget narrative Section I.C.2.

D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
Category Totals	0	0	0

Table 5 Sample budget narrative Section I.D.

E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
General office supplies: Avg \$25/month	300	0	300
Category Totals	300	0	300

Table 6 Sample budget narrative Section I.E.

F. Contractual and Consultant Services

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Payroll Management Service: Annual rate of \$125 per individual x 1.2 FTEs, daily rate = 0, daily rate = 0- Daily Rate of 0	150	0	150
Category Totals	150	0	150

Table 7 Sample budget narrative Section I.F.

G. Training

Staff Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Registration at regional training conference for Volunteer Services Manager; estimated \$300/person	300	0	300
Category Totals	300	0	300

Table 8 Sample budget narrative Section I.G.1.

Member Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Category Totals	0	0	0

Table 9 Sample budget narrative Section I.G.2.

H. Evaluation

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Category Totals	0	0	0

Table 10 Sample budget narrative Section I.H.

I. Other Program Operating Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Bi-monthly all day stakeholder engagement retreats for approximately 25 stakeholders each; space (\$200/day), working lunch (estimated \$30/person), supplies (estimated \$100/retreat)	6,300	0	6,300
Category Totals	6,300	0	6,300

Table 11 Sample budget narrative Section I.I.

Section Totals	112,268	0	112,268
PERCENTAGE	100.00%	0.00%	

Table 12 Sample budget narrative Section I. Subtotals

Section II. Member Costs

A. Living Allowance

Item -# Mbrs w/ Allow -Allowance Rate -# Mbrs w/o Allow	CNCS Share	Grantee Share	Total Amount
Full Time (1700 hrs): Member(s) at a rate of each Members W/O allowance 0	0	0	0
Three Quarter Time slots (1200 hours): Member(s) at a rate of each Members W/O allowance 0	0	0	0
1-Year Half Time (900 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (1 st Year): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (2 nd Year): Member(s) at a rate of each Members W/O allowance	0	0	0
Reduced Half Time (675 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Quarter Time (450 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Minimum Time (300 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Abbreviated Time (100 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Category Totals	0	0	0

Table 13 Sample budget narrative Section II.A.

B. Member Support Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA for Members:	0	0	0
Worker's Compensation:	0	0	0
Health Care:	0	0	0
Category Totals	0	0	0

Table 14 Sample budget narrative Section II.B.

Section Totals	0	0	0
PERCENTAGE	0.00%	0.00%	

Table 15 Sample budget narrative Section II. Subtotals

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Corporation Fixed Amount:	0	0	0
Category Totals	0	0	0

Table 16 Sample budget narrative Section III.A.

B. Federally Approved Indirect Cost Rate

Calculation -Cost Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount
Final: Salaries and benefits (\$101,362) x .43 (\$43,586)with a rate of 43 and a rate claimed of 43	5,905	37,681	43,586
Category Totals	5,905	37,681	43,586

Table 17 Sample budget narrative Section III.B.

Section Totals	5,905	37,681	43,586
PERCENTAGE	13.55%	86.45%	

Table 18 Sample budget narrative Section III. Subtotals

Budget Totals	118,173	37,681	155,854
PERCENTAGE	75.82%	24.18%	
Required Match		24%	

Table 19 Sample budget narrative Totals

Source of Funds

Section	Match Description	Amount	Classification	Source
Source of Funds	Organization's General Funds (secured)	37,681	Cash	Private
Total Source of Funds		37,681		

Table 20 Sample budget narrative Source of Funds